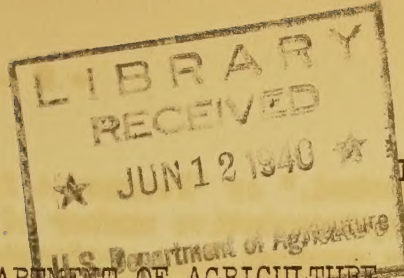


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SRM-421

Southern Region Misc. Series



Issued May 11, 1940

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN REGION

SPOT-CHECK PROCEDURE FOR STATE PERFORMANCE REVIEWERS

Performance reviewers shall be employed by each State office to work under the direction of the State Performance Supervisor in spot-checking the work of each performance reporter (hereinafter referred to as reporter) and each acreage computer employed in each county in the State. No advance notice should be given to the county office of the dates on which a reviewer will be in the county to do spot-check work.

The reviewer should request the person in charge of performance work in the county to allow him access to all 1940 performance records. All copies of Forms SRM-419, "Performance Spot-Check Report" (hereinafter referred to as form 419), which have previously been executed by the county performance supervisor (hereinafter referred to as county supervisor) or by other reviewers from the State office, should be obtained from the files and reviewed to the extent necessary for a proper selection of the farms to be checked by the reviewer during his visit to the county. The reviewer should personally select from the files one or more Forms SR-412, "Performance Report" (hereinafter referred to as form 412), for each reporter whose work is to be checked. If the reviewer asks for a case which is not in the file, the person in charge of performance work should secure such case or explain why it is not available. Reporters indicated by a reviewer at an earlier date as needing additional training, those whose work has been found to be not entirely satisfactory as indicated by forms 419 prepared by the county supervisor, and those who have been employed for only a short time should be checked first.

At least one fourth of the farms selected for recheck shall be farms which have previously been checked by the county supervisor. This is necessary in order that the reviewer may be in a position, at the end of his spot-checking, to make a comprehensive report regarding the competency of the county supervisor.

Farms of various sizes should be selected for recheck and should be representative of farming operations in the county. The entire area of each farm should be checked except in cases where the farm is too large to be covered in two or three hours. In the latter case, a well-defined portion of the farm, bounded by easily recognized ground features, should be selected and the portion on which a complete check is made should be described in section III of the form 419. For example, "Only the part of the farm east of

county road checked," or "Permanent fields 1, 2, 3, 4, 8, and 9 checked." A representative number of farms on which acreages of crops have been removed from production by the producer to comply with acreage allotments should be checked.

The reviewer in checking a farm must visit its entire area (except as provided above), and must personally determine that the crop classification reported for a given field extends over the entire area of the field in question. Where it was necessary for the reporter to establish boundaries or dividing lines by chain measurements, adequate and representative chain measurements must be made by the reviewer. Particular attention should be given to the accuracy of line location where a portion of the field is idle or where there is some variation from the "image" line. The reviewer should be sufficiently experienced in mapping to detect gross errors by visual inspection, but such errors must be reported on form 419 on the basis of actual measurements.

In making rechecks of crop disposal, the reviewer should determine whether the acreage removed has been accurately reported, whether such crop was removed within the time limit specified in the instructions, whether any portion of the crop had been harvested prior to removal, whether the crop has been fully disposed of in a manner that will prevent its subsequent harvest, and whether proper corrections have been made on form 412 with respect to the acreage removed.

Rechecks of the reporting of late soil-building practices should be made in the fall of the year after the special check of practices has been made in the county. Special attention should be given to practice specifications, to determine that credit is being given only for practices which fully meet the requirements of the 1940 State Handbook.

EXECUTION OF FORM 419

Forms 419 are to be prepared in duplicate by the reviewer in accordance with the instructions set out below. The original form 419 shall be forwarded to the State office and the copy delivered to the person in charge of performance work in the county.

Names of State and county; Enter the names of the State and county.

Name of performance reporter: Enter the name of the reporter whose work is being checked.

Date reporter checked this farm: Enter the date the reporter originally checked the farm in question. This date will be taken from section 8 of form 412.

Number of farms checked to date by this reporter: Enter the number of farms checked to date by the reporter whose work is being checked. This information shall be secured from the county office records.

Regular performance; Soil-building practices; Crop disposal; Check the applicable ones of these items. If the spot-check includes a recheck of the reporting of regular performance data on the farm, check "Regular performance;" if it includes a recheck of the reporting of soil-building practices done after the regular check of performance, check "Soil-building practices;" if it includes a recheck of the reporting of crop disposal, check "Crop disposal."

Section I. - Farm Identification: Enter in the spaces provided the farm serial number, the number(s) of the enlargement(s) covering the farm, and the name of the farm operator.

Section II. - Errors in Crop Classification and Boundary Location: For each field or plot with respect to which the crop classification is improperly reported on form 412 or 412A or for which one or more boundary or dividing lines are being checked, enter in -

Column (a) - the field or plot number. In the case of a recheck of a boundary or dividing line, the field number to be entered will be the number of the adjoining field or plot devoted to the crop having the largest per-acre rate of payment or deduction.

Column (b) - the classification shown on form 412 or 412A.

Column (c) - the correct classification.

Column (d) - the side of the field on which the line in question is located. For example, "North," "South-west," etc.

Column (e) - the measurement, in chains, as scaled from the enlargement or map.

Column (f) - the correct measurement, in chains.

Column (g) - the amount of error, if any, in chains.

NOTE: If the farm has been checked by the county supervisor or by another reporter and corrections made on form 412 or 412A, the entries in columns (b) and (e) of form 419 will be the corrected classification or measurement.

It will not be necessary to execute columns (h), (i), and (j), except where the acreage was originally determined by the

reporter. This has reference to the acreage in terraces and the acreage in plots in a field which are too small to be properly identified on the enlargement or map.

Number of fields misclassified: Enter the number of fields for which the crop classification is in error.

Number of fields in farm: Enter the total number of fields (plots) in the farm (or the number of fields on which the crop classification is checked, in case the farm is very large and only a representative sample of fields is checked). This information may be obtained from the form 412 or from the enlargement(s).

Make no entry in the spaces captioned "Percentage of fields misclassified," "Acreage of land checked," "Total error in measurement," and "Percentage error in measurement."

Section III. - Remarks: Enter in this space any additional information which will indicate the quality of the work of the reporter. If the farm has been previously checked by the county supervisor, a proper notation to that effect should be made in Section III.

Section IV. - Certification of Performance Reviewer: Enter following the words "it is my opinion that he" whether in the opinion of the reviewer the reporter who checked the farm is (1) qualified to check performance, (2) needs additional training, or (3) should be dismissed. This need be done only on the last form 419 prepared by the reviewer for the reporter in question.

The reviewer shall then affix his signature, enter his official title and enter the date of the recheck in the spaces provided.

RECHECK OF COUNTY OFFICE WORK

Acreage computers: The reviewer must spot-check the work of each person employed in the computation of field and plot acreages in the county office. At least ten permanent fields must be checked for each such person and these should be selected at random from several Forms SR-411, "Planimeter Record Sheet." The acreage in each plot in the field, as well as the total acreage in the field when measured as a whole, must be determined and compared with the acreage figures recorded by the acreage computer. Each State office may adopt the form 419 or shall design a form for the reviewer to use in this connection, and a copy of same must be transmitted to the State office for each acreage computer. Where errors are noted, the reviewer should make such further checks as are necessary to determine whether the errors may be intentional or whether they are of such a frequency as to disqualify the acreage computer. If the work of any acreage computer is not acceptable, the reviewer shall recommend to the person in

charge of performance work in the county that such person be dismissed and shall include in his report to the State office a statement indicating that he has made such a recommendation.

The reviewer should also determine that daily checks of the work of the acreage computers are being made by the person supervising the work of acreage computers in the county office.

Entry clerks: The transcribing of acreage figures from forms 411 to forms 412 and 412A must be carefully spot-checked by the reviewer for each entry clerk. If errors of a serious nature are found in the work of any entry clerk, the reviewer should recommend his dismissal to the person in charge of performance work.

Corrections in performance data: A spot-check should be made of corrections on forms 412 and 412A to determine that the corrected entries agree with the entries on the corresponding forms 411, enlargements, and such other sources of data as are available to the reviewer.

Additional rechecks: The reviewer should endeavor, by a study of the entire county office set-up, to form a definite opinion as to the efficiency of the performance organization, in order that he may make suggestions to the State Performance Supervisor as to ways in which the performance work in the county may be improved. Particular attention should be given to the coordination of field and office work. A valuable indication of the competency of the county supervisor may be obtained by informal conversation regarding his general plan for the performance phase of the program, the present status of work in the county, and the whereabouts of the various reporters at any given time.

CONFIDENTIAL REPORT BY REVIEWER

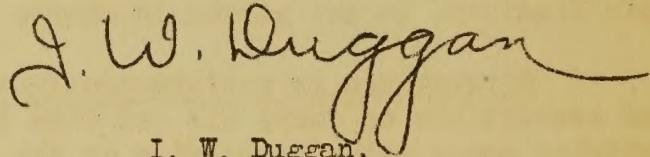
A confidential report shall be prepared, in triplicate, by the reviewer upon completion of the recheck work done during his visit to the county. The report shall set forth such information as cannot properly be embodied in the forms 419, and any other conclusions which will be of value to the State Performance Supervisor in correcting conditions which may result in bad performance work in the county.

Among other items of information which shall be included in this report are:

- (1) Willful violation of the regulations or instructions by those in charge of performance work in the county.
- (2) Incompetency of any member of the county office personnel supervising performance work of any nature.

- (3) Friction between various members of the performance personnel which may be adversely affecting the quality of performance work.

The original copy of the confidential report shall be mailed to the State Performance Supervisor together with all original forms 419 and original reports on the work of acreage computers prepared by the reviewer during his visit to the county. One copy of the confidential report shall be mailed to Mr. I. W. Duggan, Director, Southern Division, marked "Attention: Mr. E. L. Deal," and the other copy shall be retained by the reviewer.

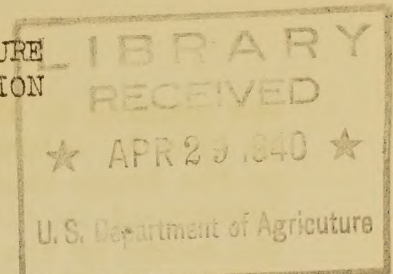
A handwritten signature in dark ink, reading "I. W. Duggan". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

I. W. Duggan,
Director, Southern Division.

Issued March 15, 1940.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1940 RANGE CONSERVATION PROGRAM

INSTRUCTIONS FOR THE COUNTY COMMITTEE AND RANGE INSPECTORS IN
CONNECTION WITH THE EXECUTION OF FORM SR-452, "REPORT OF EXAMINATION
AND REQUEST FOR PARTICIPATION"

(Applicable only to Oklahoma and Texas)

General

Notwithstanding the statement in Section 1 of the Range Handbook, no application for determination of grazing capacity will be signed by the ranch operator in 1940. Instead, Form SR-452, "Report of Examination and Request for Participation" (hereinafter referred to as form 452), shall be executed for each ranch participating in the 1940 program. For each ranch which is in the program for the first time in 1940 and for each ranch which is being reconstituted in 1940 it will also be necessary to execute a Form SR-352, "Report on Examination of Range Land" (hereinafter referred to as form 352). Such form 352 shall be prepared in triplicate in accordance with the instructions outlined in SRM-317, except that sections II and III of the form need not be executed and also that the notation "1940 Program" must be entered near the top of the form. The copies of form 352 shall be attached to the respective copies of form 452 and distributed in like manner.

Entries on Form 452 by Range Inspector

The examination of the ranch by the range inspector shall be made in accordance with the instructions set out in the Range Handbook, and the necessary entries shall be made on one copy of form 452 at that time.

The information in the heading of form 452 is essentially the same as that on Form SR-352 and should be filled in in like manner. The 1940 serial number for each ranch to which a serial number was assigned under the 1939 Range Conservation Program shall be the same as in 1939 unless the ranch has been reconstituted in 1940. The serial numbers for those ranches which were not in the program in 1939 or which have been reconstituted in 1940 shall be assigned in numerical sequence immediately following the series of 1939 numbers. All ranching unit serial numbers shall be preceded by the letter R.

Under Section I, "Number of Livestock and Grazing Capacity", form 452, the range inspector shall indicate in lines 1, 2, 3, and 4 in column (b) the number of head of the various kinds of livestock

now grazing on the ranch and the number of animal units of each, and in line 5, column (b), the total in terms of animal units as defined in the Range Handbook. The entry in line 6, column (b), shall be determined by dividing the total number of acres of range land in the ranch by the number of animal units in line 5, column (b). The figures to be entered in column (c) shall be the same as the corresponding figures on Form SR-352 for the ranch, unless there are justifiable reasons for changing them. For a ranch for which a Form SR-352 was not executed in 1939, the range inspector and the ranch operator shall jointly determine the entries for lines 1, 2, 3, and 4, column (c). The entry in line 6, column (c), shall be determined by dividing the total number of acres of range land in the ranch by the number of animal units in line 5, column (c).

The figures in line 7, columns (e) and (f) for a ranch which was in the program in 1939 should be the same as those computed in 1939 unless there is evidence that such figures are not in line with similar figures for other ranches in the same county or area or an inspection has been requested in 1940 by the ranch operator or is deemed necessary by the county committee, State committee, or the Director of the Southern Division. In the case of a ranch inspected for the first time in 1940, the figures entered in line 7, columns (e) and (f), should be those computed by the range inspector in 1940 on the basis of his examination of the ranch.

The range inspector, in making his recommendation of grazing capacity in line 8, columns (e) and (f), shall take into consideration the entries in line 7 and all other data on form 452, giving particular attention to the use of the ranch, the number of livestock that have normally been carried on the ranch, the normal annual rainfall for the area in which the ranch is located, and whether any range depletion which is due to lack of vegetative cover or any encroachment of range-destroying plants or weeds has been caused by drought or by overgrazing. If the ranch was in the program in 1939, the range inspector shall of course take into consideration the grazing capacity established for the ranch for 1939.

In Section IV, form 452, the range inspector shall enter in column (b) the amount of each practice now existing on the ranch which was carried out prior to January 1, 1940; in column (c) he shall enter the amount of each practice requested by the ranch operator to be carried out under the 1940 program; and in column (d) he will enter his recommendation of the practices to be carried out in 1940. Under practice 1, item (b), there shall be entered a description of any supplemental practices approved by the State committee for the county and recommended by the county committee to be carried out on the ranch in question in 1940 in connection with practice number 1 (natural re-seeding by deferred grazing).

The degree of infestation of each of the destructive trees or plants involved in practices 12, 13 and 14 will be the percentage of the ground covered by the total spread of such trees or plants, as

estimated by the range inspector. (See the practice specifications in the Range Handbook as to what constitutes "light infestation", "medium infestation", and "heavy infestation".) In order to make a reliable estimate as to the percentage of coverage of such trees or plants, the range inspector should step off a representative twentieth or tenth of an acre of the infested area, measure the ground covered by all such trees or plants thereon, determine the percentage of coverage on such area, and use this percentage as the basis for arriving at the percentage of the entire infested acreage.

The signatures of the ranch operator and range inspector should be affixed in Section III of form 452 at the time of the range inspector's visit to the ranch.

Establishment of Grazing Capacity and Approval of Practices by
The County Committee

Based upon the information entered by the range inspector on form 452 and the final grazing capacity established for the ranch for 1939 (or the data entered on form 352, if the ranch was not in the program in 1939), the county committee shall enter in line 9 of form 452 its recommended grazing capacity for the ranch. The grazing capacity of the ranch shall be established on the basis of the normal, not the temporary, grazing capacity.

The State office will notify the county office of the grazing capacity limit, expressed in acres per animal unit, established for the county under the 1940 Range Conservation Program. The acreage of the grazing capacities for all ranches in the county when weighted by the acreage of range land, shall not exceed the official county grazing capacity limit. If it is necessary to adjust the recommended grazing capacity in line 9 of form 452 in order to come within the county grazing capacity limit, the adjusted grazing capacity shall be entered in line 10, columns (e) and (f) of the form.

The county committee shall enter in lines 11 and 12, Section II of form 452, the applicable range land and grazing capacity figures, and shall then compute and enter in line 13 the approximate range-building allowance.

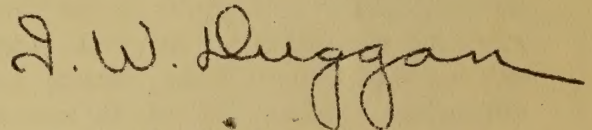
The county committee shall enter in column (e), Section IV of form 452 such of the practices which have been requested by the operator of the ranch and recommended by the range inspector as it determines will effectuate the purposes of the 1940 Range Conservation Program. In determining whether given practices are desirable for the particular ranch, the committee shall give consideration to the effect of the practices in checking the depletion and rebuilding the vegetative cover of range land, in preventing erosion, and in controlling stream flow. Before approving any supplemental practices in connection with practice number 1 (natural reseeding by deferred grazing), the county committee shall satisfy itself that such additional practices are needed in the interest of range conservation on the ranch in question.

The county committee may approve practices which have already been initiated at the time the form 452 is executed, except any which were begun by the ranch operator prior to January 1, 1940. In approving any practice for 1940, the committee shall indicate with colored pencil on the map of the ranch in Section V of form 352 the location and the extent of the practices which are to be carried out.

The use of columns (f) and (g), Section IV of form 452 is optional, but in no case should these columns be executed on the original form which is transmitted to the State office.

After the form 452 has been completed and the county committee has found it to be correct, two typed copies of the form shall be prepared. Both typed copies as well as the pencil copy of form 452 shall then be signed in Section III C by a member of the committee. It is not necessary that the ranch operator or range inspector sign the typed copies, but their signatures must appear on the pencil copy of the form.

The original typed copy of form 452 (together with the original typed copy of form 352, if prepared in 1940), shall be submitted to the State office on Form SR-315, "Transmittal Sheet", in accordance with instructions issued by the State office. The other typed copy of form 452 (together with the other typed copy of form 352, if prepared in 1940), shall be handed or mailed to the ranch operator. The pencil copies of all forms 452 and 352 shall be retained as part of the permanent records of the county office.



I. W. Duggan,
Director, Southern Division.